

Board of Assessors Meeting
Thursday, May 1, 2014 @ 6:00 pm
Meier Room, Abington Town Hall

Present: Ann Welch, member
Kate Hutchinson, member
Lawrence Keough, member
Jack Pistorino, Deputy Assessor
Jodie Hurst, Recorder

The meeting was called to order at 6pm.

VOTE: Motion by Ann Welch, seconded by Lawrence Keough, to re-orgnaize. Unanimous vote in favor.

VOTE: Motion by Lawrence Keough, seconded by Kate Hutchinson to nominate Ann Welch as chairperson. Ann Welch accepted the nomination. Unanimous vote in favor.

The following documents were signed: excise month-end, abatement month-end, exemptions month-end, and deferral month-end.

Monthly excise was approved and signed.

Old/New Business:

- Overlay
The Deputy Assessor informed the Board that the Overlay is an amount of money, reserved for funding exemptions, abatements, and ATB cases. The Board votes on the starting amount each year, but it may get rounded up or down during the Recap process.

There is a section of the Overlay spreadsheet that accounts for outstanding receivables. Real and personal property bills that do not get paid must be accounted for on the Overlay, before the Board can get a true sense of what can be released for a given fiscal year. Outstanding real estate bills will be removed from the receivables line, once the Treasurer/Collector starts the tax-taking process for each fiscal year. The only real recourse to go after uncollected personal property bills would be to take the various businesses to small claims court.

Deputy Assessors Report:

- The Board received copies of the New Officials Finance Forum Handbook, as well as an Informational Guideline Release (IGR) on the Overlay, and a copy of the Municipal Calendar (a monthly guide for local officials).
- The Deputy Assessor passed out information regarding the online Classification workshop that the Board must take. He also indicated that the Board has to take Course 101 within 2 years of taking office.
- The Deputy Assessor briefly discussed the excise abatement process. He passed out copies of the excise abatement application, as well as a copy of the 'Brief Guide to Excise Tax' presentation that is currently on the Town's website.
- The procedure of in-office approval of excise abatements was discussed. This process results in a quicker turn-around of refunds being issued. It is noted that the Board does sign off on all excise abatements processed, by way of signing/approving the month-end documents.
- A copy of the Property Tax Exemptions for FY 14 was given to the Board; it is also on the Town's website. It was suggested that Joe Shea, who processes the exemptions, attend the next Board meeting to give an overview of the procedures we follow. The office will start to accept FY 15's exemption applications after July 1, 2014.
- The Deputy Assessor informed the Board that they are scheduled to meet the first Thursday of every month, at 6pm. There will, most likely, not be a need to have a meeting in July. During the abatement season (voting will most likely start in mid-late February), there may be a need to have supplemental meetings.

VOTE: Motion by Kate Hutchinson, seconded by Lawrence Keough to adjourn the meeting. Unanimous vote in favor.

The meeting adjourned at 6:50pm

Exhibit list attached:

Date of Meeting: May 1, 2014

Item #	Description	Availability/Location
1	Agenda	Assessors Office
2	April 3, 2014 open session minutes	Assessors Office/ Library upon approval
3	April 3, 2014 executive session minutes	
4	New Officials Finance Forum Handbook	Assessors Office, Mass.gov
5	IGR 11-101, Overlay & Overlay Surplus	Assessors Office, Mass.gov
6	Municipal Calendar	Assessors Office, Mass.gov
7	Classification workshop instructions	Assessors Office, Mass.gov
8	February 2014 overlay	Assessors Office
9	Excise abatement application	Assessors Office, town website
10	Brief guide to Excise Tax	Assessors Office, town website
11	In-office processing of abatements info	Assessors Office
12	Property Exemptions for FY 2014 guide	Assessors Office, town website